



*Commonwealth of Massachusetts
Department of the State Treasurer
Timothy P. Cahill, Treasurer and Receiver General*

Abandoned Property Division **2007** Reporting Forms & Instructions



The Commonwealth of Massachusetts
Department of the State Treasurer
Abandoned Property Division
One Ashburton Place, 12th floor
Boston, Massachusetts 02108
(617) 367-0400

Dear Holder,

Thank you for supporting us in our goal of returning Abandoned Property to its rightful owners. Your cooperation in the reporting process strengthens our trusted relationship with the Commonwealth.

I'd like to tell you about a very important change for this year, and reiterate some other recently made changes to the reporting process. **Effective October 15, 2007 the Commonwealth has a new custodian who will be handling the receipt and payment of claim for stock. The new custodian is Citi. Please see page nine of the reporting instructions for the new delivery instructions for stock.** Also, please be sure to mail all report packages to the following address:

Commonwealth of Massachusetts
State Treasury
Abandoned Property Division
P.O. Box 414478
Boston, MA 02241-4478

It is now possible to file your Abandoned Property report on-line. For instructions on this, please visit the Holder Information portion of our web site. Also please note that we now require an electronic funds transfer of any amount greater than \$10,000. The Authorization Agreement for Electronic Funds Transfer that is required is available on our web site in the Print Forms section. For your convenience, this booklet is available on-line as well as in printed form. More information about these recent changes can be found in the booklet and on our web site.

Please follow the straightforward instructions in this booklet to complete your current report electronically. An AP-1 Form and Instructions are provided for you in the center of the booklet.

I believe the abandoned property reporting process should be as understandable and efficient as possible: I know how valuable your time is. As always, we're happy to assist you. If you have any questions, comments or feedback please feel free to call (617) 367-3900 and ask for our Reporting Division. You may also visit us on-line at www.findmassmoney.com. I look forward to hearing from you.

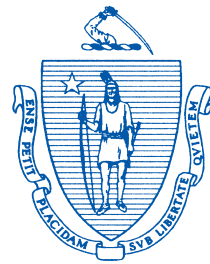
Sincerely,

A handwritten signature in blue ink, which appears to read 'T. P. Cahill', written in a cursive style.

Timothy P. Cahill
Treasurer & Receiver General

TABLE OF CONTENTS

GETTING STARTED	2
SAMPLE DUE DILIGENCE LETTER	3
REPORTING INSTRUCTIONS	4
CHECKLIST	5
TIMELINE	5
REPORTING FOR OTHER STATES	6
AGGREGATE REPORTING	7
NEGATIVE REPORTING	7
DELIVERY INSTRUCTIONS FOR FUNDS & SECURITIES	8-9
TANGIBLE PROPERTY	10
PULL-OUT AP-1 REPORTING FORM	11
TO REQUEST AN EXTENSION	19
CONTACT US	19
HELPFUL LINKS	19
GLOSSARY OF TERMS	20
PROPERTY CODES WITH DORMANCY PERIODS	22



**Questions? Call
(617) 367-3900 during
regular business hours.**

THE WHOLE PROCESS, STEP BY STEP...

The process of reporting and remitting abandoned property to the Commonwealth can be broken down into just a few simple steps. Here they are:

1 Identify the abandoned property to be remitted.

This could be savings accounts, checking accounts, money orders, wages or payroll funds or any other type of property that has been inactive or outstanding for three years as of June 30 of the reporting year. Life insurers, who have a reporting deadline of May 1, should report property that was three years old as of December 31 of the previous year (please consult the timeline on page 5). Although most kinds of property have a dormancy period of three years, there are some exceptions, so make sure to consult the complete listing of property types and their dormancy periods, which can be found on page 22.

2 Try to locate the owners of the property.

In accordance with Massachusetts General Law chapter 200A § 7A, a due diligence notice must be sent by first-class mail to the last known address of every owner with property valued at \$100 or more at least 60 days prior to the filing of reports with the Abandoned Property Division. Due diligence letters sent to owners of property presumed abandoned pursuant to Massachusetts General Law chapter 200A shall include, but not be limited to, the following information:

- a) a description of the property, including account number, policy number or other identifying information;
- b) a statement explaining that state law requires holders of abandoned property to report and remit such property; and,
- c) the date that the property will be reported to the Abandoned Property Division if there is no owner contact.

What information needs to go into a due diligence notice?

3 Send the report package (make sure to use the checklist) and funds to the State Treasurer's Office. Life insurers must file annually by May 1. All other companies must file annually by November 1. Checks should be made payable to The Commonwealth of Massachusetts.

DUE DILIGENCE NOTIFICATION

July 12, YEAR

John Smith (name of Owner)
101 Main Street
City Name, State 12345
RE: Account# 1234567890

Date of Last Contact: 07/15/XX
Type: SAVINGS
Balance: \$101.00

Dear CUSTOMER,

According to our records, the above listed account* that we are holding in your name has been inactive for at least three years. Accounts that have shown no activity for the past three years are required by Massachusetts State Law to be sent to the State. If we do not hear from you by 10/25/XX your property will be sent to the state. You may sign the attached confirmation or call us at 1-888-XXX-XXXX

Sincerely,

(Company Name)

PLEASE SIGN BELOW TO ACKNOWLEDGE OWNERSHIP OF ABOVE LISTED FUNDS

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SIGNED _____ DATE _____

Notification letters must be sent for all property valued at \$100 or more. The letters must be sent at least 60 days prior to the escheatment of the property.

Please do not include Abandoned Property Division telephone numbers as part of contact information on due diligence letters.

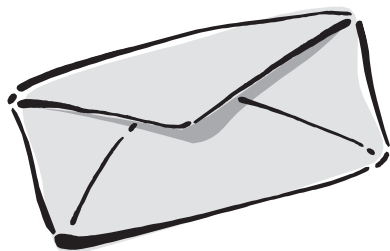
A sample due diligence letter. Also, you may take additional measures to contact the owners of abandoned property before remitting it to the Commonwealth.

* Or any other type of property item

REPORTING INSTRUCTIONS

Electronic Holder Information

An electronic version of this reporting booklet is now available online. If you would like to receive email notification when this information is updated annually instead of receiving a paper copy, you may request this service by visiting our web site. Simply submit your company's Federal Tax ID Number and Holder ID Number to sign up. **Your Holder ID Number can be found above your company's name on the mailing label of this booklet.**



Any report for at least one owner must be filed electronically on either diskette or CD or FTP. Paper reports will not be accepted. We encourage holders to give owner detail on all remittances regardless of amount. **Negative reports need not be accompanied by a diskette.** Our NAUPA approved software is easy to use. The instructions are as follows:

- 1) Download and install our holder reporting software from:
<http://www.findmassmoney.com> or call our office at (617) 367-3900 and ask for Abandoned Property Reporting to have a diskette package mailed to you.
- 2) Follow the instructions on the welcome screen after installing the software.
- 3) Enter the information as required by the Massachusetts diskette reporting software and print a paper copy of the report after saving your file.

Mail your report package to:

**Commonwealth of Massachusetts
Department of the State Treasurer
Abandoned Property Division
P.O. Box 414478
Boston, MA 02241-4478**

or

**Visit our web site to find out how to send
your Abandoned Property Report electronically
via File Transfer Protocol (FTP).**

CHECKLIST

Before you send your report, make sure you have included the following items from the checklist below:

- ☐ AP-1 form
(included in this booklet)
- ☐ 3.5" floppy disk, CD or FTP
- ☐ Sample copy of
due diligence letter
- ☐ Paper copy of report
- ☐ Remittance check payable to Commonwealth of
Massachusetts
- ☐ Confirmation statements if reporting
for mutual funds or DRP shares
- ☐ Photocopies of securities sent to Citi

TIMELINE FOR REPORT YEAR 2007

All holders (except life insurance)

What to Report

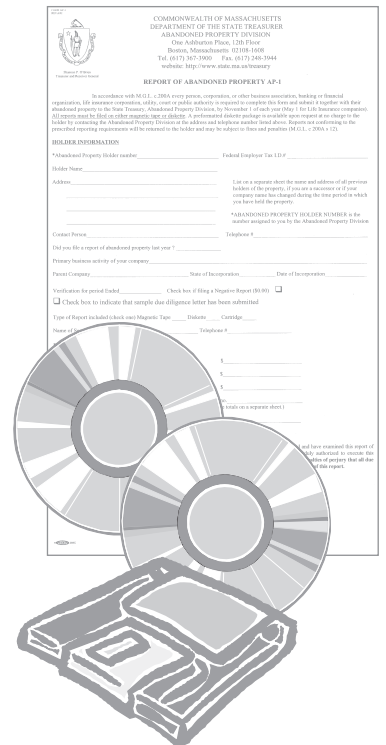
All property that has been dormant
for 3 years as of June 30, 2007

Due Diligence Period

July 1 - September 1, 2007

Report Package and Remittance Due

November 1, 2007



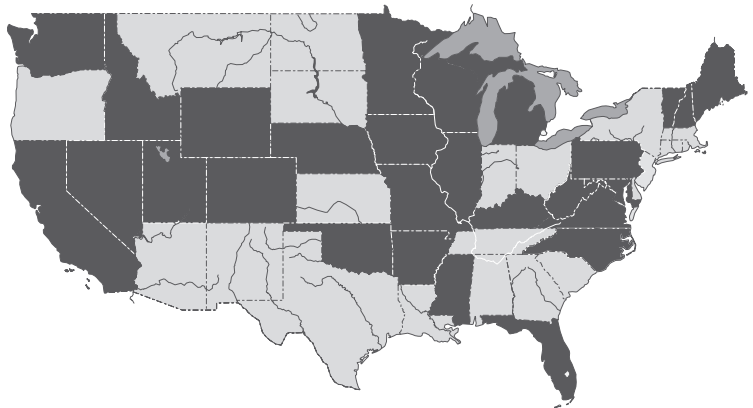
REPORTING FOR OTHER STATES

States with reciprocal agreements:

Arkansas
California
Colorado
District of Columbia
Florida
Idaho
Illinois
Iowa
Kentucky
Louisiana
Maine
Maryland
Minnesota
Mississippi
Missouri
Nebraska
Nevada
New Hampshire
North Carolina
North Dakota
Oklahoma
Pennsylvania,
Rhode Island
South Dakota
Utah
Vermont
Virginia
Washington
West Virginia
Wisconsin
Wyoming

Filing one report

If you are a business located in the Commonwealth of Massachusetts, you may file one abandoned property report with the Massachusetts Treasury Department even if you are holding the property of owners who reside in different states. The Commonwealth of Massachusetts State Treasurer will forward the names of out-of-state owners and funds to the appropriate states. Massachusetts has a reciprocal agreement with the states listed at left.



Here's how...

1. Use Massachusetts' AP-1 and software.
2. Use the abandonment period required by the state of owner's last address.
3. Group owners by state of last known address.
4. Notify the other states of your intent to report to Massachusetts.

AGGREGATE REPORTING

An aggregate report may be filed for intangible property with a value of less than \$100, which is sent to the State Treasurer in a “lump sum” pursuant to M.G.L. c.200A § 7(b)(3). When remitting property with a dollar value of less than \$100, aggregate reporting is an option for the holder. The Abandoned Property Division, however, advises including owner detail on every property remitted and submitting as little aggregate reporting as possible.

There are two main reasons for this advice:

- 1) It is easier for the Division to return money to owners when the remittances contain relevant information (e.g., name, check number).
- 2) It is easier on the holder in the future because aggregate claim forms have to be certified by the holder before they are paid. This requirement places the burden of record-keeping on the holder who uses aggregate property reporting. Thus, while aggregate reporting is allowed, it is not recommended.

NEGATIVE REPORTING

All businesses in the Commonwealth should file an abandoned property report. If a business is not holding any abandoned property, as defined on page 2, it should file a negative report affirming that the holder has no abandoned property to report. **A negative report does not need to be filed on a diskette.** It may be filed on an AP-1 form or on a letter that bears the company letterhead. If filing by letter, the report must be signed by an officer of the corporation. The signature on the letter submitted must be affirmed by a notary public.

Be sure to include the company's federal tax identification number (F.E.I.N.) as well as a current address and contact person.

What if the property value is less than \$100?

What if my business is not holding any abandoned property?

DELIVERY OF FUNDS AND SECURITIES TO THE COMMONWEALTH OF MASSACHUSETTS

How do I make an Electronic Funds Transfer?

The Commonwealth of Massachusetts, Abandoned Property Division requires all holders remitting abandoned property \$10,000.00 or greater to remit by Electronic Funds Transfer (EFT). In order to remit by EFT, holders are required to complete and return the Authorization Agreement for Electronic Funds Transfer (included in booklet) annually to the Abandoned Property Division for approval. Holders remitting amounts less than \$10,000.00 are also encouraged to use the EFT method. EFT Agreement forms can also be downloaded from our web site: <http://www.findmassmoney.com> and select print forms.

How do I transfer shares of stock?

The Commonwealth of Massachusetts, Abandoned Property Division requires that all DTC eligible securities are transferred via wire transfer (DTC). Under Massachusetts General Law Chapter 200A § 5, any certificates of ownership, stocks, or bonds, held by any individual, corporation, joint stock companies, estate, trust partnership, public corporation, or an authority, shall be presumed abandoned unless claimed by the beneficiary or person entitled thereto within three years after the date prescribed for payment or delivery. **Delivery of physical certificates must be mailed directly to our custodian's address on page 9. Please do not mail physical certificates directly to the Commonwealth of Massachusetts. Certificates must be registered as shown on page 9 and a photocopy of the certificate delivered with your report.**

Listed Below is the Commonwealth of Massachusetts'
nominee name:

MASS ABPROP & CO.
TIN#: 04-6002284

Delivery Instructions to Citi:

DTC Eligible Securities

Depository Trust Company
Citi

Participant No 0908

Please reference account name - Commonwealth
of Massachusetts Abandoned Property - account # 201989
Att: Gale Roberts

Prior to transfer, please contact Gale Roberts at Citi for
the appropriate MA Account Number. Gale can be
reached at (813) 604-1517 or by fax at (813) 604-1707.
All other inquiries should be directed to Judy Franchi at
(617) 367-9333, ext. 412

Please mail all physical securities to:

Citibank NA
Attn: Keith Whyte
333 West 34th Street
3rd Floor Securities Vault
New York, NY 10001
Ref: A/C Commonwealth of Massachusetts Abandoned
Property

ABANDONED PROPERTY DIVISION/ TANGIBLE PROPERTY DEPARTMENT

The Tangible Property Department has moved to a new location. Please note this change of address below. Please remit all tangible property to:

Department of the State Treasury/ MITC
James F. Roy III/ TPROP
200 Arlington Street
Chelsea, MA 02150

Stringent security considerations at this new facility prohibit unescorted visitors or unscheduled deliveries, so the Department must be notified at least seven days prior to the delivery of tangible abandoned property.

Additionally, the regulations regarding tangible abandoned property reporting have been amended. Under 960 CMR 4.05 (1) (a), any tangible property eligible for reporting must be received by June 30th, 2008. In accordance, please schedule deliveries between May 1st and June 30th in addition to submitting a completed AP-1 Form. Prior to delivery of the tangible property, the completed AP-1 form and any accompanying affidavits or inventories generated thereby, must be faxed to the Assistant Treasurer of Abandoned Property at (617) 248-3944.

Please choose your method of delivery based upon the volume and value of the property to be reported. We realize that safe deposit box contents do not have an appraised value, but Holders will have a general sense of whether the commercial value of the material is significant or otherwise. The Treasury encourages the transmittal of significant volume and/or value by armored carrier. Property of smaller volume and/or commercial value may be delivered by courier or by employees of the Holder. Reports of little to no commercial value and of small volume should be sent by some sort of traceable mail.

To schedule deliveries or to make further inquiries, please call: (617)367-3900, ext. 434 or ext. 410.

PULL-OUT 2007 AP-1 REPORT FORMS

PULL-OUT 2007 AP-1 REPORT FORMS

FORM AP-1 INS

REV 9/2007



Timothy P. Cahill
Treasurer and Receiver General

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF THE STATE TREASURER
ABANDONED PROPERTY DIVISION

One Ashburton Place, 12th Floor
Boston, Massachusetts 02108-1608
(617) 367-3900

<http://www.findmassmoney.com>

REPORT OF ABANDONED PROPERTY AP-1

In accordance with M.G.L. c. 200A, every person, corporation, or other business association, banking or financial organization, life insurance corporation, utility, court or public authority is required to complete this form and submit it together with their abandoned property to the State Treasury, Abandoned Property Division, by November 1 of each year (May 1 for Life Insurance companies). All reports must be filed electronically. A preformatted diskette package is available upon request at no charge to the holder by contacting the Abandoned Property Division at the address and telephone number listed above. Reports not conforming to the prescribed reporting requirements will be returned to the holder and may be subject to fines and penalties (M.G.L. c 200A s 12). Please refer to the enclosed instructions.

HOLDER INFORMATION

*Abandoned Property Holder number _____ Federal Employer Tax I.D.# _____

Holder Name _____

Contact Person _____

Telephone # _____

Address _____

List on a separate sheet the name and address of all previous holders of the property, if you are a successor or if your company name has changed during the time period in which you have held the property.

*ABANDONED PROPERTY HOLDER NUMBER is the number assigned to you by the Abandoned Property Division.

Did you file a report of abandoned property last year? _____

Primary business activity of your company _____

Parent Company _____ State of Incorporation _____ Date of Incorporation _____

Verification for period ended _____ ☐ Check box if filing a Negative Report (\$0.00)

Type of Report included (check one): CD _____ Diskette _____ FTP _____

Name of Service Bureau _____ Telephone # _____

REPORT TOTALS

(a) AGGREGATE TOTAL \$ _____

(b) OWNER TOTAL \$ _____

TOTAL OF CASH AMOUNT REPORTED \$ _____

TOTAL NUMBER OF SHARES REPORTED no. _____

(If you are reporting more than one issue list each and the totals on a separate sheet.)

Number Of Owners Reported no. _____

☐ Check box if remittance is sent by Electronic Funds Transfer (EFT)

VERIFICATION

I, _____, being duly sworn, on oath depose and state that I have caused to be prepared and have examined this report of property presumed abandoned under the Massachusetts Abandoned Property Law Chapter 200A, and that I am duly authorized to execute this verification and believe said report is true, correct and complete as of said date.

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____ (name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person who signed the preceeding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his)(her) knowledge and belief.

_____(official signature and seal of notary)

(over)

CHECKLIST OF PROPERTY REPORTED

YES	NO	ACCOUNT BALANCES (3 years inactive)	YES	NO	TRUST, EQUITY AND DEBT ACCOUNTS (3 years inactive)
_____	_____	A. Checking accounts	_____	_____	A. Paying agent accounts
_____	_____	B. Savings accounts	_____	_____	B. Unclaimed dividends (portfolio)
_____	_____	C. Matured certificates of deposit or savings certificates	_____	_____	C. Funds held in a fiduciary capacity
_____	_____	D. Christmas Club accounts	_____	_____	D. Funds paid toward the purchase of shares, or interest in a financial or business organization
_____	_____	E. Money on deposit to secure funds	_____	_____	E. Funds received for redemption of stocks and bonds
_____	_____	F. Security deposits	_____	_____	F. Stocks (underlying and undeliverable)
_____	_____	G. Unidentified deposits	_____	_____	G. Bonds (matured bond principal)
_____	_____	H. Suspense accounts	_____	_____	H. Any other certificates of ownership
_____	_____	I. Any sum owing to a shareholder, certificate holder, member, bond holder or other security holder, or participating member of a cooperative, such as:	_____	_____	I. Suspense liabilities
_____	_____	1. dividends (underlying and undeliverable)	YES	NO	OFFICIAL CHECKS (3 years inactive)
_____	_____	2. interest	_____	_____	A. Certified checks
_____	_____	3. principal payments	_____	_____	B. Cashier's checks
_____	_____	4. equity payments	_____	_____	C. Registered checks
_____	_____	5. profits	_____	_____	D. Treasurer's checks
_____	_____	6. other distributions	_____	_____	E. Drafts
_____	_____	J. Escrow Funds	_____	_____	F. Warrants
			_____	_____	G. Money orders
			_____	_____	H. Travelers checks (15 years inactive)
			_____	_____	I. Foreign exchange
			_____	_____	J. Other official checks or exchange items

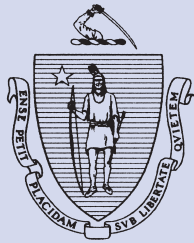
MISCELLANEOUS CHECKS AND INTANGIBLE PERSONAL PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS (3 years inactive)

YES	NO		YES	NO	INSURANCE (3 years inactive)
_____	_____	A. Wages, payroll or salary	_____	_____	A. Amounts due and payable under terms of insurance policies
_____	_____	B. Commissions	_____	_____	B. Claim payments
_____	_____	C. Expense checks	_____	_____	C. Drafts not presented for payment
_____	_____	D. Workman's Compensation benefits	_____	_____	D. Matured whole life, term endowment
_____	_____	E. Pension checks	_____	_____	E. Other amounts due under insurance policies or annuities, policy terms or supplementary contracts
_____	_____	F. Credit checks or memos	_____	_____	F. Premium Refunds
_____	_____	G. Payments for goods and services	YES	NO	UTILITIES (3 years inactive)
_____	_____	H. Customer overpayment	_____	_____	A. Utility deposits
_____	_____	I. Unidentified remittances	_____	_____	B. Membership fees
_____	_____	J. Non-refunded overcharges	_____	_____	C. Refunds or rebates
_____	_____	K. Accounts payable	YES	NO	DISSOLUTIONS/LIQUIDATIONS (1 year)
_____	_____	L. Credit balances-accounts receivables	_____	_____	All property distributable in the course of voluntary or involuntary dissolution or liquidation which is unclaimed within one year after the date for final distribution is presumed abandoned.
_____	_____	M Discounts due			
_____	_____	N. Refunds or rebates			
_____	_____	O. Vendor checks			
_____	_____	P. Mineral proceeds			
_____	_____	Q. Royalties			
_____	_____	R. Any other miscellaneous outstanding checks			
_____	_____	S. Any checks that have been written off to income			
_____	_____	T. Any other miscellaneous intangible personal property			

YES	NO	COURT DEPOSITS (3 years inactive)	YES	NO	TANGIBLE PROPERTY (7 years inactive)
_____	_____	A. Escrow funds	_____	_____	A. Contents of safe deposit boxes
_____	_____	B. Condemnation awards	_____	_____	B. Contents of any other safekeeping depository
_____	_____	C. Missing heirs funds	_____	_____	C. Other tangible property
_____	_____	D. Suspense accounts			
_____	_____	E. Any other type of deposit made with a court or public authority			

PULL-OUT 2007 AP-1 REPORT FORMS

PULL-OUT 2007 AP-1 REPORT FORMS



Timothy P. Cahill
Treasurer and Receiver General

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF THE STATE TREASURER
ABANDONED PROPERTY DIVISION

One Ashburton Place, 12th Floor
Boston, Massachusetts 02108-1608
(617) 367-3900
<http://www.findmassmoney.com>

**INSTRUCTIONS FOR PREPARING
COMMONWEALTH OF MASSACHUSETTS
ABANDONED PROPERTY REPORT FORM AP-1**

NATURE OF ABANDONED PROPERTY

The Massachusetts Abandoned Property Law (M.G.L. c. 200A) requires business entities and others to review their records each year to determine whether they are in the possession of any unclaimed funds, securities or other property which is reportable under Chapter 200A and to make an annual report of their findings. Please refer to the reverse side of the enclosed AP-1 abandoned property report form for specific abandonment periods covering various types of property.

WHO MUST REPORT

Banking and Financial Organizations including any bank, trust company, savings bank, safe deposit company, private banker, savings and loan association, credit union, and cooperative bank. Both state and federally chartered institutions are required to report.

All Business Associations, wherever located, domiciled or incorporated, such as a corporation, joint stock company, business trust, partnership, cooperative or other association for business purposes of two or more individuals, whether or not for profit, are required to report.

Other Legal Entities including governments, political subdivisions, public authorities, public corporations, estates, trusts or any other legal or commercial entity, including nonprofit organizations, are required to report.

All Holders: All of the foregoing must report annually to indicate whether they have reportable items for that year. **A negative report is required if no abandoned property is being held.**

All holders including business associations, banking and financial organizations and other legal entities are responsible for filing reports on behalf of their branches, divisions or other affiliated entities.

The Abandoned Property Law provides that holders who fail to comply with the law may be audited and the costs of examination shall be paid by the holder. Additionally, holders are subject to a 12% interest charge (or such interest as prescribed by Title 25, Section 6621 of the U.S. Code) on all property not reported or delivered as required by the law (including property required to be reported under the prior law).

**NOTICE TO PROPERTY OWNERS
(DUE DILIGENCE)**

On or before **September 1**, all holders must mail to the last known address of owners of abandoned property with a value of \$100.00 or more, a notification of the process necessary to rebut the presumption of abandonment. (Life Insurance Companies shall mail this notice on or before **March 1**.)

WHEN TO FILE

All Holders (except Life Insurance Companies): Reports (consisting of the completed AP-1 form and CD or diskette) and property remittance are due no later than November 1 of each year. Reports must include all property that has gone unclaimed for the designated abandonment period as of the preceding June 30.

The state will publish the names of the owners not later than the following March 1 (Life insurance September 1).

Life Insurers: Life insurance companies must report by **May 1 of each year** any property that has gone unclaimed for three years or more as of the preceding December 31. The state publication of owner names takes place no later than the following September 1.

Early Reporting Permitted in Some Cases: Any person who has possession of cash property which will become reportable in the future, may, with the prior written approval of the Treasurer, report and deliver such property prior to the date required for reporting.

(over)

WHAT TO REPORT

General: Any debt or obligation which has gone unpaid or security that has remained undelivered for three or more years after the date the owner should have received it or was entitled to claim it. Corporations and business associations must also report and deliver all underlying share certificates where the owner for three years has failed to cash a dividend. Please refer to the checklist on Form AP-1 for more specific examples of the types of property which are reportable. All such property that you owe to a Massachusetts resident or corporation must be reported. If you are a Massachusetts corporation or a resident of Massachusetts, you must also report all property for which you have no last known address of the owner, and all property where the last known address is a foreign country (U.S. Supreme Court, Texas v. New Jersey, 379, U.S. 674, 1965).

Note exceptions: By Federal Law, travelers checks, money orders and similar instruments are reported to state of issuance regardless of corporate domicile, unless the state issuance has no applicable law.

HOW TO REPORT

Use the following item-by-item instructions to complete the AP-1 Form.

Verification and Checklist form AP-1: Complete and mail the form along with your check and electronic file by November 1 (May 1 if you are a life insurer) to the address listed below. **Make checks payable to the Commonwealth of Massachusetts. Remittances greater than \$10,000 must be wire transferred (EFT) to Treasury.**

Wire transfers must be approved by the State Treasurer's Office. Application and instructions are available by contacting the State Treasurer's Office or visiting http://abpweb.tre.state.ma.us/abp/abp_holderinfo.htm to download the application.

ABANDONED PROPERTY HOLDER NUMBER: This is the number assigned to each holder by the Abandoned Property Division. Leave it blank if you are unsure of the number.

FEDERAL TAX I.D. NUMBER: This is your Federal Tax Identification number.

HOLDER: Enter the name and address of the reporting holder of abandoned property.

CONTACT PERSON: Insert the name of the person most familiar with the details of the report. This person will be contacted by the State Treasurer's Office or property owner should any questions arise concerning the report of property remitted.

TELEPHONE NUMBER: Insert the contact person's telephone number. FAX NUMBER: Enter current company fax number.

ADDRESS: Insert the contact person's mailing address, if different from the holder's address.

PREVIOUS HOLDER: If you are not the original holder of any of the property listed on the report, enter the name of all prior holders and the date(s) that the property changed hands. If your name has changed during the time you held any of the property listed on the report list the prior name(s) and date(s) of change. Attach a separate sheet if necessary.

BUSINESS ACTIVITY: Please describe your primary business activity.

REPORT YEAR: Enter the year of the report.

CHECKLIST: Examine your books and records to determine whether you have held any of the types of property listed on the checklist for three years or more. (Note: you are a "Holder" of abandoned property even if you have taken it into income at some point in the past). Check "Yes" or "No" by each listed category. If you check "Yes" by any category you must report on a CD or diskette all items of that type which you may have held for three years or longer.

REPORT TOTALS: A breakdown of all funds reported must be filled in, including aggregate (no owner name, address unknown or balances less than \$100.00) and owner total (all accounts where an owner name and address is reported regardless of the balance). If you are reporting shares of stock or mutual fund shares include the total number of shares.

VERIFICATION: The report must be signed under oath by an authorized individual. If the report is made by a partnership, it must be signed by one of the partners; if made by a non-incorporated association or by a private corporation, it must be signed by an officer; if made by a public corporation it must be signed by its chief fiscal officer. Note that this signature must be notarized.

ADDITIONAL INFORMATION

If you have questions regarding your reporting obligations, please call the Treasurer's office at (617) 367-3900 or write to the address given below. **The Massachusetts Abandoned Property Division fax number is (617) 248-3944.**

ADDITIONAL FORMS OR DISKETTE PACKAGE REQUESTS

If you need additional AP-1 forms, you may photocopy the blank form sent to you, or you may write the Treasurer's Office for extra forms.

If you wish to request a preformatted diskette package, at no cost to the holder, please contact the Treasurer's office.

Copies of the Abandoned Property Law are available from the Treasurer's Office by writing or calling:

Send Reports to:

Commonwealth of Massachusetts
Treasury Department
Abandoned Property Division
P.O. Box 414478
Boston, MA 02241-4478
Tel (617) 367-3900 • Fax (617) 248-3944
<http://www.findmassmoney.com>

EXTENSION REQUESTS

To request an extension, please send a letter to the Abandoned Property Division prior to the filing deadline. Tell us the reason you need more time and estimate a filing date. The maximum allowable extension is sixty (60) days. You may fax the letter to (617) 248-3944.

CONTACT US

Abandoned Property Division, tel. (617) 367-3900

IDEAS

If you are a holder and you have any ideas on how this manual may be improved upon and made more helpful to you, the holder, please do not hesitate to tell us. You can call the Reporting Department at (617) 367-3900.

HELPFUL LINKS

<http://www.findmassmoney.com>

www.unclaimed.org (NAUPA)

GLOSSARY

Activity: action taken by an owner with respect to his or her property which indicates that the owner intends for the property not to be presumed abandoned.

Aggregate Property: intangible property with a value of less than \$100.00 which has been sent to the State Treasury by a holder in a “lump sum” pursuant to M.G.L. c. 200A, § 7(b)(3), or property with a value of \$100.00 or greater for which a holder does not have the name or address of the owner in its records.

Book Entry Shares: electronic form of holding shares between a depository and a participant.

Custodian: an individual or entity that holds property until it is delivered to the rightful owner

Dormancy Period: the period of time during which an owner of property takes no action with respect to his or her property, after which the property is presumed abandoned and must be remitted to the Division unless claimed beforehand.

Due Diligence: written notice sent by a holder after the appropriate dormancy period has elapsed that informs the owner that his/her property will be turned over to the State Treasury as abandoned property unless the owner contacts the holder.

Escheatment: reversion of property to the state in the absence of claimants.

Holder: the entity that has custody of abandoned property until it is claimed by the owner of the property or transferred to the Division in accordance with the provisions of M.G.L. c. 200A

GLOSSARY

Holder Certification: a written statement from an abandoned property holder certifying that the holder has reported certain abandoned property to the State Treasury. This statement appears on all claim forms for property reported as an aggregate.

Negative Report: an abandoned property report filed by a holder in which the holder affirms that it has no property to report to the Division. **A negative report does not need to be on a diskette.**

Owner: a person or entity having a legal or equitable claim to abandoned property.

Reciprocal Agreement: an agreement between states in which property held in the name of out-of-state owners is collected and exchanged.

Report: an annual list of owners and their abandoned property. Holders send this along with a check for the value of the property.

Tangible Property: the contents of safe deposit boxes, which are turned over to the Division as abandoned property by a bank pursuant to M.G.L. c. 158, § 17, or by a credit union pursuant to M.G.L. c. 171, § 75, or any other tangible property transferred to the Division as abandoned property in accordance with the terms of M.G.L. c. 200A.

UPS System: the abandoned property records-keeping system maintained by the Division.

Vendor: any person or entity that sells goods or services in the ordinary course of business.

PROPERTY CODES WITH DORMANCY PERIODS

See instructions on page 2
for how to apply these
codes.

Code Description	Years
Account Balances	
AC01 Checking Accounts	3
AC02 Savings Accounts	3
AC03 Matured CD or Savings Certificates	3
AC04 Christmas Club Funds	3
AC05 Money on Deposit to Secure Funds	3
AC06 Security Deposits	3
AC07 Unidentified Deposits	3
AC08 Suspense Accounts	3
AC99 Aggregate Account Balance Due	3
Uncashed Checks	
CK01 Cashier's Checks	3
CK02 Certified Checks	3
CK03 Registered Checks (incl. Bank MO's)	3
CK04 Treasurer's Checks	3
CK05 Drafts	3
CK06 Warrants	3
CK07 Money Orders (non-bank)	3
CK08 Traveler's Checks	15
CK09 Foreign Exchange Checks	3
CK10 Expense Checks	3
CK11 Pension Checks	3
CK12 Credit Checks or Memos	3
CK13 Vendor Checks	3
CK14 Checks Written Off to Income	3
CK15 Other Outstanding Official Checks	3
CK16 CD Interest Checks	3
CK99 Aggregate Uncashed Checks	3
Court Funds	
CT01 Escrow Funds	3
CT02 Condemnation Awards	3
CT03 Missing Heirs' Funds	3
CT04 Suspense Accounts	3

PROPERTY CODES WITH DORMANCY PERIODS

Code Description	Years
CT05 Other Court or Public Authority Funds	3
CT06 Bail Bonds	3
CT99 Aggregate Court Deposits	3

Insurances

IN01 Individual Policy Benefits	3
IN02 Group Policy Benefits or Claims	3
IN03 Proceeds Due Beneficiaries	3
IN04 Proceeds from Matured Policies	3
IN05 Premium Refunds	3
IN06 Unidentified Remittances	3
IN07 Other Amounts Due under Policy	3
IN08 Agent Credit Balances	3
IN99 Aggregate Insurance Property	3

Tangibles

SD01 Safe Deposit Box Contents	7
SD02 Other Safekeeping	7
SD03 Other Tangible Property	7

Utilities

UT01 Utility Deposits	3
UT02 Membership Fees	3
UT03 Refunds or Rebates	3
UT04 Capital Credit Distributions	3
UT99 Aggregate Utility Property	3

Miscellaneous

MS01 Wages, Payroll, Salary	3
MS02 Commissions	3
MS03 Workers' Compensation Benefits	3

PROPERTY CODES WITH DORMANCY PERIODS

Code	Description	Years
MS04	Payment for Goods and Services	3
MS05	Customer Overpayments	3
MS06	Unidentified Remittances	3
MS07	Unrefunded Overcharges	3
MS08	Accounts Payable	3
MS09	Credit Balances/ Accounts Receivable	3
MS10	Discounts Due	3
MS11	Refunds Due	3
MS13	Unclaimed Loan Collateral	3
MS14	Pension and Profit Sharing Plans	3
MS15	Dissolutions and Liquidations	1
MS16	Miscellaneous Outstanding Checks	3
MS17	Miscellaneous Intangible Property	3
MS18	Suspense Liabilities	3
MS19	Credit Memos	3
MS99	Aggregate Miscellaneous Property	3

Securities

SC01	Dividends	3
SC02	Interest (Bond Coupons)	3
SC03	Principal Payments	3
SC04	Equity Payments	3
SC05	Profits	3
SC06	Funds Paid to Purchase Shares	3
SC07	Funds for Stocks and Bonds	3
SC08	Shares of Stock (Returned by PO)	3

PROPERTY CODES WITH DORMANCY PERIODS

Code	Description	Years
SC09	Cash for Fractional Shares	3
SC10	Unexchanged Stock of Successor	3
SC11	Other Certificates of Ownership	3
SC12	Underlying/ Outstanding Shares	3
SC13	From Liquidated/ Redemption of Stocks	3
SC14	Debentures	3
SC15	US Government Securities	3
SC16	Mutual Fund Shares	3
SC17	Warrants (Rights)	3
SC18	Matured Bond Principal	3
SC19	Dividend Reinvestment Plans	3
SC20	Credit Balances	3
SC21	Distributions- Mutual Fund Accounts	3
SC99	Aggregate Securities-Related	3
Trust Property		
TR01	Paying Agent Accounts	3
TR02	Undelivered or Uncashed Dividends	3
TR03	Funds Held in Fiduciary Capacity	3
TR04	Escrow Accounts	3
TR05	Trust Vouchers	3
TR06	Pre-need Funeral Plans	3
TR99	Aggregate Trust Property	3
All Other Property		
ZZZZ	Properties Not Identified Above	3

Timothy P. Cahill
Treasurer and Receiver General
Commonwealth of Massachusetts
Abandoned Property Division
One Ashburton Place, 12th Floor
Boston, Massachusetts 02108-1608

PRSRT STD
U.S. POSTAGE
PAID
BOSTON, MA
PERMIT NO. 52535



205

REV 9/07

